

Go to the Pebblepad website: www.pebblepad.co.uk

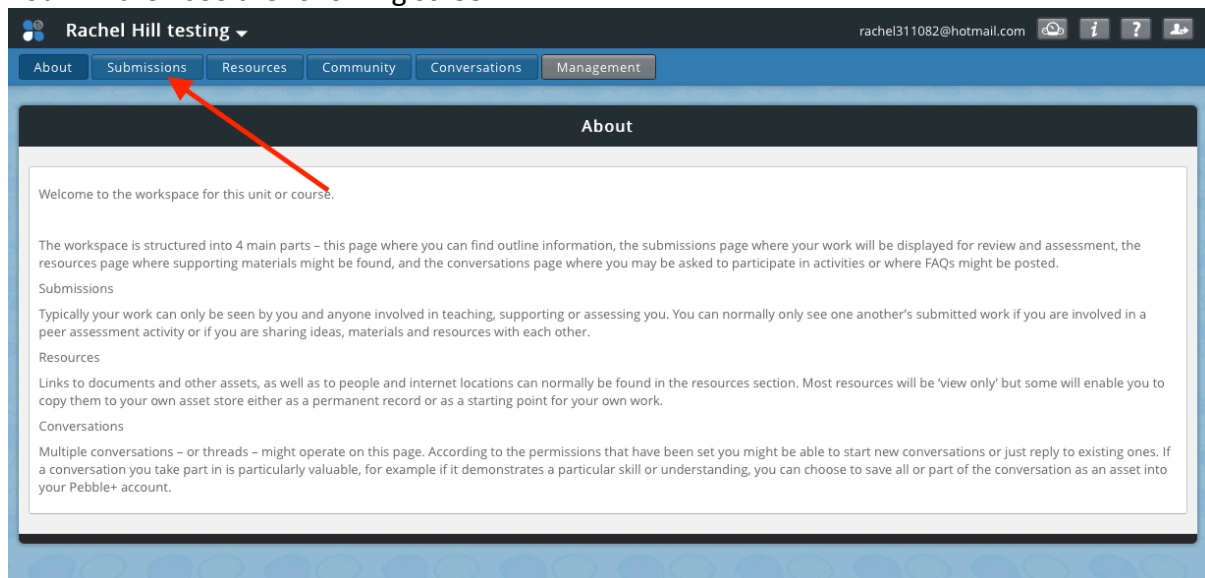
Click on the Blue Login button on the top right hand side

Choose the middle option of 'I use Pebblepad through my university/organisation' and then select University of Sheffield

Select 'I have a guest account for Pebblepad' and enter your username and password. (this should have been emailed to you when you were originally set up as a user). Click on Login to Pebblepad

This will show any workspaces that you have been allocated to and you will just need to choose the appropriate one

You will then see the following screen:



Choose submissions from the tabs along the top of the screen

This then takes you to any submissions made by your trainee

Choose whichever the relevant ACC is and click on the title, which will open the document for you.

On the top left hand corner of the screen is a contents list (or you can choose to scroll across the top bar if preferred). From the contents list you can select the pages you wish to view and write in.

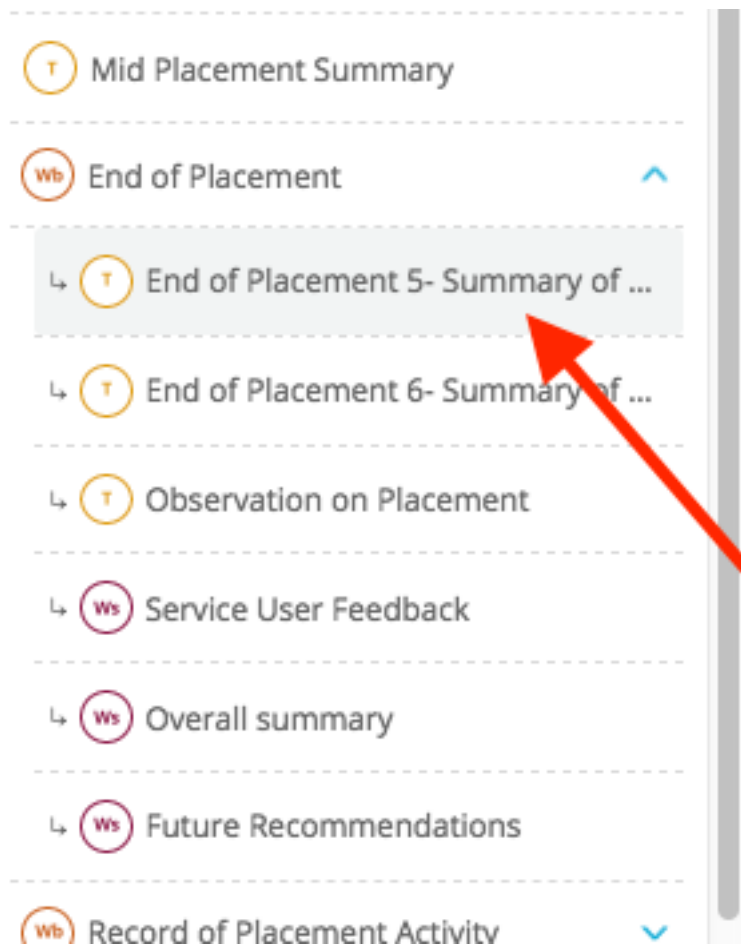
For all placements following the Mid Placement Meeting:

-From the contents list, choose the Mid Placement Summary option.

- There is a box part way down called 'Overall assessment by supervisor of trainee so far', this is the section that needs completing by the supervisors following the meeting.

For Year Long Placement at the mid way point:

The only document you need to fill in for the exam board is the 'End of Placement 5 (or relevant placement number)- Summary of Competencies' which is located in the End of Placement section.



You will also need to complete the 'Overall assessment by supervisor of trainee so far' in the mid placement summary screen after the mid placement visit (but there is no specific deadline for this to be completed by)

At the end of placements:

You will need to complete the following:

- Competencies 1- 8 : there is an assessor field at the very bottom of each section that says 'End of Placement report by supervisor'
- End of placement- summary of competencies (or Placement 2/4/6- Summary of Competencies if it's a year long placement)
- End of placement- observation on placement
- End of placement- service user feedback (if applicable)
- End of placement- overall summary
- End of placement- Future recommendations

Placement Logs:

You also need to complete the Supervisor Sign off section in the trainees Placement Logs at the end of each placement. You access this from the same screen in which you accessed the ACC. Your trainee should have been through this document with you so that you can agree which competencies have been met during this placement. There is then a page towards the end, that you are just required to put your name and confirm that you agree with the competencies that have been completed.

Placement Audit:

At the end of the placement you will also be able to view the Placement Audit form (a separate document accessed in the same way as the ACC) which allows you to see how the trainee has rated the placement experience, which includes a section on the final page for you to make any comments on the feedback.